



Smooth Move Workshop



Norfolk Virginia
4,659 Miles/7,498 Km

San Diego California
6,504 Miles/10,467 Km



Naples, Italy



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FFSC RELOCATION SERVICES

- S.I.T.E.S. – The FFSC can help you print up a SITES package on your new location. Call 629-6561/6372.
- Loaner Closet – Available to ID card holders (incoming/outgoing) 629-6561/6372. Items available: Kitchen kit, Pots & pans set, Sheets & blankets, Iron and Ironing board.
- Run by Housing. Call either Government or Economy housing as appropriate.
- Sponsorship Training/Welcome Aboard Packages (for sponsor). See your Command Sponsorship Coordinator.
- Relocation Assistance (local area/other information) 629-6561.

INFORMATION ON THE INTERNET

Name	Web Address	Remarks
S.I.T.E.S.	http://www.dmdc.osd.mil/sites/owa/ShowPage?p=index	Contains information on most military bases in a file you can download.
Air Force Crossroads	http://www.afcrossroads.com/relocation/index.cfm	
Air Force Moving	http://afmove.hq.af.mil/default.asp	Lot's of useful information
It's Your Move	http://www.hanscom.af.mil/jppso/itsymv.htm	Handy pamphlet
POV Tracking System	http://www.wherismypov.com/	Find out where your POV is.
LIFELINES QOL	http://www.lifelines.navy.mil/	
DMV's by state	http://www.dmv.org	
Customs	http://www.hqusaar.army.mil/opm/pets.htm	Tips from Customs on moving with pets.
	http://www.relocationcentral.com/	
	http://www.moving.com/	
USMC Europe	https://www.mfe.usmc.mil/	Great resource for Marines coming to or leaving Europe.

Introduction of the Navy One Source program

On 22 January, the U.S. Navy announced the **Navy One Source** sailors and their family's resource program. This innovative benefit is designed to give our sailors and their families' confidential assistance with all the issues of everyday life.

As a leader, one of the best things you can do is to know all the resources in the community. In addition to Fleet and Family Services, your sailor can also access Navy One Source. The program offers practical solutions, information, advice, and support to all of our sailors and the other key people in their lives. They can use the service as often as they want, 24 hours a day: It's easy to use and easy to access:

Online at: www.navyonesource.com (user ID: **Navy**; password: **Sailor**)

By phone: From the U.S: 800-540-4123, International: 800-5404-1233, International collect: 484-530-5914.

Your role is critical.

Sailors and their families who feel their leaders are supportive are more likely to be focused on the mission. Navy One Source helps sailors and their families get the information they need, when they need it, without time-consuming research. Knowledgeable consultants and Web resources are available around the clock to help with any problem or challenge a sailor is facing. By reminding sailors and their families of this high quality, confidential service, you can gain:

- Increased focus on the mission
- Reduced need to be away from work
- Decreased stress-related health care issues
- Bottom line: Sailors and their families can spend more time on the mission and less time on personal issues!

Navy One Source is good for the mission.

We're convinced this program addresses important issues that impact the U.S. Navy's success. **Navy One Source** can help us reduce sailor stress, burnout, and health-related issues.

Remind your sailors and their families to take advantage of all that Navy One Source has to offer—and use it yourself!

GOING HOME... SOME QUOTES FROM RETURNEES

My first shopping trip at the local supermarket was a disaster...I was confused by all the choices, it seemed as big as a football field. I ended up shopping at a 7 - 11 for the first two weeks back here.

I think the Americans stationed in Italy were a friendlier and more closely knit group.....I also think I got special treatment from the local folks because I was a foreigner. Here in the States it seems like everyone is wrapped up in doing their own thing. It has been harder making new friends.

I thought squeeze alley was a pain.....you should see the Virginia Beach expressway at 4:30....it takes me twice as long to get home now.

The shopping malls are great....at first I bought a lot of things I really didn't need. There's just so much stimulation, I couldn't help myself.

There are just so many places to eat....and they are open all the time....we all put on some excess pounds since we've been back.

All I was doing was trying to make a left turn...sure I was edging into oncoming traffic a little, I mean how else was I supposed to get through the intersection. Well, with all the horn blowing and dirty looks and gestures I got you'd think I had committed a "Federal offense."

I was concerned about terrorism in Italy, now I'm worried about drugs in the schools, violent crime in the streets and the AIDS epidemic.

We subscribed to cable TV as soon as we moved into our new place. The cable has 52 channels....and all in English. Now we have no excuse to go out. I'm canceling the cable next month.

We were half way through dinner and the waitress brought the check. "I'll pick that up when you're ready", she said. Ready for what?, I thought. We both felt kind of rushed.

When we went to Italy we had a sponsor and a lot of other support from people who just volunteered to "show us the ropes." I guess everyone here just expects us to readjust automatically. After all, we are in our own country.

I just can't figure out why we spend so much money on things we managed to do without during our three years in Naples. We're applying for a bill consolidation loan.

I knew I didn't have to sign gas coupons, so I just sat there waiting for an attendant for five or six minutes before I realized I had to pump my own gas. After all I hadn't done this for three years, I didn't even remember where the tank was, then of course I spilled some on myself. I finished the task and got back in the car smelling like a refinery. I felt like hanging a "no smoking" sign around my neck.

I like high tech stuff as much as the next guy, but "talking cash registers" c'mon, who needs 'em?

We're a lot closer geographically to both our parents now. Actually I didn't realize how good we had it when they were 5000 miles away.

If you have any funny/amusing stories to add after you get back to the States, please E-mail them to ffsc_naples@nsa.naples.navy.mil.

RELOCATION ASSISTANCE AND TRAINING COUNTDOWN

12 months or more before move...

- Begin purchasing or preparing to purchase large items (car, TV, washer, dryer, VCR, down payment for home, etc).
- Establish savings account (allotment if necessary) to save for more (If spouse is working, deposit spouse's check into savings)

9 month prior to departure...

- Buy miscellaneous items for move (pet kennel, luggage, and gifts for family members and friends in U.S.).
- Start saving for the final electric bill.
- Take the trips YOU REALLY MUST TAKE BEFORE YOU LEAVE EUROPE!

6-3 months prior...get serious about moving!

- Pay off the debts you ran up six months ago.
- Start repairing the car you are going to sell.
- Repair the damages to your apartment, home or yard.
- If you plan to buy a House, take a house-hunting trip to CONUS.
- Begin selling or donating to thrift shop etc unneeded furniture and clothing.
- Buy the "little things" you can't go home without.

3 months prior... MAKE A BUDGET AND STICK TO IT.

- List all anticipated income and expenses for the next six months.
- Develop a payment plan/schedule if necessary.
- Avoid going into debt except for a home, car, or large appliances.

\$\$ BUDGET FOR THE MOVE \$\$

INCOME

FIND OUT ABOUT...

How your pay records will be handled while in transit, and HOW YOU WILL BE PAID in transit.

TLA. How much are you authorized? \$ _____

TLE (4 days in CONUS) \$ _____

Per diem authorized. How many days? \$ _____

Dislocation allowance, DLA, (2 ½ month's BAQ) \$ _____

Advance travel pay for self and dependents. \$ _____

Advance pay (**and put into savings do not use except in case of fire, theft, or other catastrophes**). \$ _____

Sale of car. \$ _____

Sale of cabinets, appliances, furniture, clothes.
(May be much less than expected) \$ _____

EXPENSES

Prior to departure:

Departure Expenses \$ _____

Household Goods Preparation \$ _____

Shipment of Pet \$ _____

Living Expenses \$ _____

Enroute (include leave) \$ _____

Upon arrival (first month of temporary expenses) \$ _____

Moving into New Home. \$ _____

INCOME TAX NOTE

Keep track of ALL MOVING EXPENSES.

Hotel bills (photocopy while on TLA and TLE)

All meals

House hunting trips expenses and cost of buying new home.

Read IRS instruction... you can probably file a 3903 Moving Expenses not reimbursed by the government, which could be substantial, especially if POV travel in CONUS is involved. <http://www.irs.gov/pub/irs-pdf/f3903.pdf>

DEPARTURE EXPENSES

Pay off all local debts (layaways, DDP,
Italian furniture store, Italian car dealer/repairs, etc.) \$ _____

Car shipping expenses (repairs, rust removal, cleaning) \$ _____

Settle contract with landlord
(Damage? Lose deposit? Pay 1/2 or full month's rent? Etc.) \$ _____

Electric bill-**may be very large.** \$ _____

Water bill \$ _____

Telephone bill \$ _____

Last school or library books \$ _____

Child care (CDC, Home Care provider, baby-sitter, etc.) \$ _____

Loss of spouse's income \$ _____

House hunting trips to CONUS and related expenses \$ _____

Other miscellaneous expenses \$ _____

HHG SHIPMENT PREPARATION

Dry cleaning/Laundry of clothing, draperies, linens, etc. \$ _____

Cleaning of furniture \$ _____

Cost of items that Customs Inspector will not allow to be Shipped due to dirt, wormwood, or other restrictions for US entry. \$ _____

Purchases of Italian items you can't go back without (Cappuccino/espresso machines, Sorrento wood, cameos paintings, pottery, baker's rack, etc). \$ _____

***IF POSSIBLE, START BUYING THESE ITEMS 9-12 MONTHS BEFORE DEPARTURE.**

Moped/Motor bike preparation/supplies \$ _____

Other \$ _____

IF YOU HAVE A PET

please see pages 23-28.

See vet. For shots, medications and get information about Italian laws for shipping pets-it's complicated, but "doable" \$ _____

Purchase a pet-shipping crate (kennel) \$ _____

Travel expenses to Rome airport \$ _____

Kennel costs while in hotel (both here and stateside) \$ _____

Cost of the airfare for the pet \$ _____

Other \$ _____

LIVING EXPENSES PRIOR TO DEPARTURE

While in home with "loaner" furniture:

Eat out more often (# of days x 9 of meals) \$ _____

More recreation, movies, etc. \$ _____

More school lunches \$ _____

Laundromat and dry cleaning of clothing and linens \$ _____

Last-minute mailings of packages	\$ _____
Child care	\$ _____
Portable radio	\$ _____
Other	\$ _____

While in Hotel - Same as above, add as necessary...

Taxis or rental car	\$ _____
Any expenses not covered by TLA (extra days in hotel, or if in unit without cooking facilities)	\$ _____
Other	\$ _____

ENROUTE

Food and last minute gifts in airports (coke, beer-\$3.50 Hot-dog \$2.50)	\$ _____
Taxi fares and tips	\$ _____
Tips in restaurants	\$ _____
Long distance phone calls	\$ _____
Rental car (especially in flights delayed or long waiting time between flights)	\$ _____
Hotel and restaurants enroute	\$ _____

BE PREPARED FOR UNEXPECTED CHANGES IN FLIGHT SCHEDULES AND DELAYS

Carry traveler's checks	\$ _____
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UPON ARRIVAL

Temporary Housing	
Government Quarters Available? How long?	\$ _____
Guesthouse available? # of days. Cost?	\$ _____
Child care	\$ _____
Hotels (\$75 per day <u>average</u>)	\$ _____

Food in room and restaurants	\$ _____
Laundromat and dry cleaning	\$ _____
New clothing if climate is very different	\$ _____
Cooking utensils, toilet articles, paper plates, etc.	\$ _____
Car Expenses	\$ _____
Conversion of European specs for car	\$ _____
Car registration and license	\$ _____
Drivers' license	\$ _____
Car insurance renewal	\$ _____
Unexpected damage repair and/or replacement for theft	\$ _____

MOVING INTO A NEW HOME

Rent Plus 2 months deposit (\$1,500)	\$ _____
Electricity deposit (\$50 to \$200)	\$ _____
Phone deposit	\$ _____
Purchase of phones	\$ _____
Cable TV (may be required)	\$ _____
Water deposit, may have "hook-up charges"	\$ _____
Gas deposit, "hook-up"	\$ _____
Food staples, toilet articles, cleaning supplies, etc.)	\$ _____
<u>Storage</u> if you have excess HHG	\$ _____
Small items (shower curtains, drapes, tools, coffeepot, electric cords and plugs, shelf paper, etc.)	\$ _____

NAVY, GETTING YOUR ORDERS

Most of you will be getting your orders through your command (via message or mail). As soon as you get your copy of the orders, take a copy to your personnel office (PSD doesn't usually get a copy of your orders).

Once your personnel office receives a copy of your orders, they will make up your transfer package. A questionnaire will be sent to you through your command. You will be asked to answer questions like:

- Days of leave requested
- Leave address
- Number of dependents
- Requests for advanced pay
- Advanced travel pay
- Travel requirements

Fill out the questionnaire completely, and return it to PSD through your chain of command. (You must receive a command endorsement on this package before it is returned to PSD).

As soon as PSD receives your transfer package (with command endorsement) you will be able to submit your flight request (pets require flight requests too). Your transfer clerk through NAVPTO will handle all flight reservations.

MARINES, GETTING YOUR ORDERS

All orders for transferring Marines come directly to the Marine Corps Administration Office (S-1). Your orders will be received approximately to 6 months prior to your transfer. As soon as your orders arrive, you will be called in to **Marine Admin to fill out** your transfer data sheet, and your sponsorship request form. The transfer data sheet **will include:**

- Days leave requested
- Leave address
- Number of dependents
- Request for advanced pay
- Advanced travel pay
- Travel requirements

The Marine Corps Administration Office will make all of your travel arrangements through NAVPTO.

Helpful web site: <https://www.mfe.usmc.mil/>

ARMY, GETTING YOUR ORDERS

Once the Army Personnel Support Center receives the transfer list from Germany, you will be called in to conduct your transfer interview. At this time, your clerk will determine

- Transfer date
- Amount of leave requested
- Number of dependents
- Advanced pay requests
- Advanced travel pay requests

- Travel requirements

Once all of this information is obtained, the PSC will cut your orders and make all travel arrangements.

AIR FORCE, GETTING YOUR ORDERS

All of your orders will be received through the Personnel Office (DET 2), 640-2828/2229. Your transfer clerk will immediately notify you when your orders arrive. They will arrange a transfer interview for you. This interview will determine:

- Medical screening required
- Transfer date
- Leave requested
- Advanced pay requested
- Advanced travel pay requested
- Leave address
- Travel requirements

DET 2 will make all of your travel requirements through NAVPTO.

U.S. CIVILIAN, GETTING YOUR ORDERS

All U.S. civilian personnel will pick up your orders at HRO. You will have to make your own travel arrangements through NAVPTO.

Human Resources Office (HRO)		
Location	Phone	Hours of Operation
Admin 1, 1 st floor, Capodichino	626-5409	Monday – Friday 0900-1500
Near front gate, Support Site	629-4259	Monday – Friday 0930-1530
Web site	http://www.nsa.naples.navy.mil/hro/	
E-mail	http://www.nsa.naples.navy.mil/hro/tell_us.htm	

HOUSING WELCOME CENTER

Location	Phone	Hours of Operation
Admin 2, 1 st floor, Capodichino	626-4296	Monday – Friday 0700-1200 & 1230-1500
Support Site (Economy Housing-outside the gate)	629-4466	Monday – Friday 0730-1530
Support Site (Government Housing-Building 2074)	629-4468/4469/4438	Monday – Friday 0800-1600 Monday – Friday 0730-1530
Housing Self Help store	629-4295	Monday-Friday 0800-1630 Saturday 0800-1300
Housing Warehouse	629-4241/4242	Monday-Friday 0800-1630
Web site	Economy Housing: http://www.nsa.naples.navy.mil/housing/leaving/eco.htm Government Housing: http://www.nsa.naples.navy.mil/housing/leaving/govt.htm	
E-mail	Economy Housing: pcshouse@nsa.naples.navy.mil Government Housing: govthousing@nsa.naples.navy.mil	

Prior to checking out at the housing office outside of the Support Site, you will need to stop first at the Personnel Property Office located at the Support Site, Village Forum building. Then the personnel in housing will be able to help you.

ECONOMY HOUSING

- Housing will need a copy of their PCS orders.
- Loaner furniture-Can be kept for up to 90 days. Arrange for loaner furniture at either the Capodichino, Support Site housing office or the warehouse in Teverola (near the Support Site), just bring a copy of your orders. At the same time you can arrange to have your Partial-Full Tour Furnishings (PFTF) picked up.
- TLA-You are authorized 6 days TLA in the Navy Lodge. The Navy Lodge on the Support Site is the only authorized TLA site. For an alternate TLA location (Carney Park, American Hotel or Tennis Hotel) a Special Request Chit must be sent through your chain of command to the NSA Commanding Officer.
- Upon receiving your PCS orders, please arrange an appointment with the Personal Property office 629-6778, located on the Support Site, Village Forum, in order for them to pick up your household goods.
- At least 20 days prior to moving out of your Economy Housing Unit, please arrange an appointment with the Main Housing Office 629-4466 or 626-4296, located at the Support Site. They can assist you in preparing your Letter of Termination to your landlord, which you must then mail to him, as per your housing lease, through the Italian Post Office.
- When you do the Letter of Termination, the clerk who will assist you, will arrange two appointments: the first appointment, is with the landlord at your house (which will be done when your house is completely empty from all your furniture and appliances and clean). The second appointment will be at the main Housing Office to close out your ENEL (electricity) and Telecom (telephone) contracts.
 - For the final inspection, the house/apartment must be clean to the eye. Not dirty/filthy but it does not have to pass a “White Glove” inspection either. This inspection is done with the
 - landlord & tenant only, there is no housing rep present. If there are excessive damages, another inspection with a housing rep present will be done to determine/verify the damages.
 - If you do not clean your PFTF items there will be a fee of approximately \$60.00 to clean them for you. The fee depends on how dirty the appliances are.
- For those of you who have city-gas: before your close out appointment at Housing Office, you will have to go to Napoletana gas, located down town Naples, with a meter reading of your gas meter in order for you to pay the final bill (don't forget to bring Euro with you, they DON'T accept checks). Please note: Housing cannot make this payment for you. IMPORTANT INFORMATION: Please don't forget to bring the final paid gas bill to Housing. They will need to keep a copy on your file for future references.
- For those who pay water consumption, a meter reading has to be taken at the meeting with your Landlord, and you will have to bring it to the main Housing Office at your second appointment. The clerk assisting you will prepare a bill and the water consumption can be paid directly to your Landlord.
- IMPORTANT INFORMATION: your Security Deposit cannot be used to pay your last month's rent. It can
 - ⇒ Be returned to you in Euro.
 - ⇒ Be used to pay any claimed and negotiated damages to your landlord.

⇒ Be used to pay your final ENEL (electricity) and TELECOM (telephone) bills. You can pay the final ENEL and Telecom Bills at the General Service Fund cashier cage in Euro (€) only. There is a General Service Fund cage at the Support Site, located in the Village Forum building, same building as the Navy Lodge. It is on the 1st floor (1 floor up) in room W42.1 and is open Monday thru Friday 0745-1200 & 1230-1600.

- **VERY IMPORTANT:** For NAVY personnel, please, after you do YOUR LETTER OF TERMINATION, **DON'T FORGET TO BRING A COPY TO PSD**, this will stop your OHA.

GOVERNMENT HOUSING

- Notice of Intent to Vacate
- You have your PCS orders for your new assignment, a confirmed fly out date, the movers will soon be here and you are about to reach the 30-day mark.
- It's time to see our Assignment/Termination Counselor in the Housing Welcome Center at the Support Site. You do not need an appointment **but** be sure to bring a copy of your PCS orders! Housing needs at least a 30 days notice. Make an appointment at 629-4466 for Economy housing or 629-4468 for Government housing- you must make an appointment at least 30 days prior to moving.

APPOINTMENTS

Do you have...

- ☐ A copy of your PCS orders?
- ☐ A confirmed flight date?
- ☐ Your pack-out dates?

The Assignment/Termination Counselor will schedule a pre-inspection and a final inspection appointment when you fill out the 'Intent to Vacate' memorandum.

LOANER FURNITURE

- ☐ To get loaner furniture, stop by the Support Site housing office where they will help you fill out an "Intent to Vacate" memorandum. The "Intent to Vacate" memorandum can only be made at the Support Site housing office. Loaner furniture can be arranged for delivery at either the Support Site office or the Capodichino office.
- ☐ To return loaner furniture, stop by either the Capodichino or Support Site office to arrange for pick-up.
- ☐ Recommend the loaner furniture be picked up at the final inspection.

PRE INSPECTION

The **pre-inspection appointment** takes place approximately 20 days prior to vacating government quarters. Please make arrangements to keep the appointment. Missing the appointment will slow up the vacating process. This inspection will take approximately 15 - 20 minutes.

Your Zone Manager will come by your house and give you a 'heads-up' on the standards of cleanliness and the conditions which must be met at your final inspection.

At the pre-inspection, be sure to ask any questions you may have concerning items which have been lost or damaged.

Remember to make your reservation with the Navy Lodge.

TELEPHONE SERVICE

You must terminate your Telecom Italia contract. Be sure to set aside the Telecom issued instrument and all bills you have. Our housing personnel can assist you. It is advised that you keep your cell phone as long as possible so that housing & personal property personnel can get a hold of you if needed.

- Live at the Support Site? You must fill out a “Disconnect Request” form and pay your final bill at either the Support Site or Capodichino Office.
 - Support Site
 - Location-Village Forum (Navy Lodge) building, 1st floor, room W31 (NCTAMS Bill Paying Office).
 - Hours of operation-Tuesday & Thursday from 0745-1200 & 1230-1545.
 - Phone-DSN 629-4079, Commercial 081-811-4079.
 - Capodichino office
 - Location- BEQ 1, Building 443
 - Directions-Coming from the front gate -It is building # 443, BEQ 1 which is the building right after the Fire department/Security (building 403). On the ground floor and in the middle of BEQ 1/building 443 is a passageway. At the end of the passageway is a glass cashiers window labeled “NCTAMS MED Base Level Communications Department Cashier’s Office”.
 - Hours of operation-Monday – Friday 0900-1200 & 1300-1600
 - Phone-DSN 626-4991, Commercial 081-568-4991.
- Live at a government parco? The telephone bill & disconnect will be taken care of when you give housing your 30 day intent to vacate notice.

ON THE DAY OF YOUR FINAL INSPECTION

- ❑ Your loaner furniture will be picked up. **(This is NOT automatic, you MUST go to either the Capodichino or Support Site office and fill out a form first)** Note: if your inspection is in the AM and your loaner furniture has been scheduled for pick-up in the afternoon - you will be able to complete your inspection with the loaner furniture in the quarters.
- ❑ At the scheduled time, your Zone Manager will complete your final inspection.
- ❑ You will sign a memorandum indicating the date that you passed your final inspection, requesting that your BAH be restarted.
- ❑ After turning in your keys and remotes you will move into the Navy Lodge until your departure for your next assignment.
- ❑ Keep in mind that six days of departure TLA are authorized. This allowance does not begin until you have passed your final inspection.
- ❑ Make sure you submit the BAH start-up request form to Disbursing or your appropriate military pay office.

TERMINATING TELEPHONE SERVICE

Keep your cell phone for as long as possible. Especially during pack-out, Housing or Personal Property may need to get a hold of you. Call Housing Welcome Center at least 30 days prior vacating your quarters to schedule an appointment to terminate your telephone service.

If you have any further questions, concerns or need more information, please don't hesitate to contact the Housing Office.

CENTRAL MOTOR VEHICLE REGISTRATION OFFICE (CMVRO)

Location	Phone	Hours of Operation
Capodichino Office, Admin II	626-2832 or 081-568-2832	Monday through Thursday 0745-1145 1245-1530 Friday 0745-1145 1245-1400
Support Site, Village Forum building	DSN: 629-MVRO(6876) Comm:081-811-MVRO FAX: 629-6881	Monday through Thursday 0745-1145 1245-1530 Friday 0745-1145 1245-1400
Web Site	http://www.nsa.naples.navy.mil/mvro/	
E-mail	mailto:mvro@nsa.naples.navy.mil	

All vehicles registered to you must be taken care of in one of the following ways prior to checkout:

1. Vehicle(s) shipped out of Italy.
2. Vehicle(s) sold through CMVRO to another "AFI" eligible person.
3. Vehicle(s) scrapped through CMVRO.
4. Vehicle(s) driven to another European duty station, orders taking you to another European duty station are required in order to clear your vehicle in this manner. Once you are at your new duty station fax or mail your new registration.

*** STOLEN VEHICLES**

- 1) Immediately report to NSA Naples Security Police to file a stolen vehicle report. (626-5638/5639) or 081-568-5638 Ensure you bring vehicle information (Copies can be provided by CMVRO)
- 2) At Security, have Patrolman contact Italian Investigators (I-7) or contact them directly(626-5549 or 335-640-6740) I-7 need to contact Carabinieri immediately to increase chance of recovery. **DO NOT DELAY REPORTING!**
- 3) Ensure copy of Voluntary is immediately given to I-7 office.
- 4) Member escorted by I-7 to Carabinieri to file a Denouncement. Distribution of Denouncement:
 - a) Original – CMVRO for Italian Customs
 - b) Copy – Insurance company
 - c) Copy – Legal (with Sec. Report) if required.
 - d) Copy – Member
- 5) I-7 will retain Original Denouncement and copy of Security report for CMVRO (Italian Customs).

RECOVERED VEHICLE

- 1) When notified of recovery, Notify Security to set-up an appointment with I-7.
- 2) Member escorted by I-7 to Carabinieri to file a Denouncement for recovery of the vehicle. Provide the Original "Recovery" Denouncement to CMVRO

WHEN SHIPPING A VEHICLE

Made an appointment with Personal Property to ship your vehicle (Personal Property will require a copy of your registration in order to set up the shipment). Make certain your vehicle's registration is valid until 30 days after the vehicle is scheduled to be shipped. If not, re-validate your registration prior to shipping.

On the day of vehicle shipment, come into CMVRO and pick-up an additional copy of your registration, as well as a police release/chassis check form. Take these forms to the POV lot and follow the instructions as given by Personal Property for vehicle shipment.

In order to close out the vehicle's record with CMVRO, bring the shipping document, as provided by the POV lot, into CMVRO.

*If shipping, through a private carrier vice using Personal Property, follow all the same procedures as listed above.

*Motorcycles follow virtually the same procedure, yet do not ship through the POV lot, Motorcycles generally ship out with household goods. Pick up the your a police release/chassis check form at the CMVRO one or two days prior to shipping date of your motorcycle.

TRANSFERRING/SELLING

Transfer of a AFI to AFI Vehicles

(Appointment Required)

Documents required:

- Seller's NATO Fuel Card (Only white plate)
- Seller's proof of paid Italian Road Tax Receipt)
- Proof of insurance (Note 1)
- Drivers license and Italian translation
- Military - ID (Note 4) and PCS orders
- Civilian- ID (Note 4) and Logistical Support Letter.
- Safety inspection. (Note 3)
- Applicable Fees (Note 2)

*Owners are required to provide a written authorization from the Financial Institution acknowledging that all liens are satisfied.

TO SCRAP A VEHICLE

All services are free.

- Contact CMVRO Scrapping REP at 081-811-6895 or DSN 629-6895 to make an **appointment. (required)**
- **There will be NO dropping off of vehicles.**
- Vehicle keys and documents must be turned into CMVRO Scrapping REP at the time of scrapping.
- Vehicle must be complete in all of it's parts (Missing parts such an engine, transmission, tires, etc; the sponsor may be subject to pay addition customs fees)

***All vehicles must be dispose of through the CMVRO or the sponsor may be subject to pay additional customs fees.**

POWER OF ATTORNEY

Power of Attorney are granted for EMERGENCY Situations only. Failure or inability to sell a vehicle is not considered a valid reason to receive permission for a POA. (NSA Naples Inst 11240.19F)

- 1) The NSA Naples Commanding Officer must approve the Power of Attorney. **NATO Personnel** **MUST** have **SJA** approval on **ALL Powers of Attorney**
- 2) Vehicle must have Safety Inspection. (Note 3)
- 3) Documents must be **CLEAR** or have *written authorization* from the Financial Institution.
- 4) Black plated vehicles must have Road-Tax paid to include the 90 days of POA validity.
- 5) Power of Attorney will be good for 45 **DAYS ONLY**. After 45 days, the Receiver of the POA will have all Tax-Free products privileges revoked until the vehicle is properly disposed of.
- 6) Individual receiving the POA must be E-4 or above and have an AFI-white plated vehicle and all vehicles on file must be in a current status.

A copy of the POA will be retained by CMVRO for filing/tracking purposes. Failure to provide documentation will result in immediate revocation of the POA.

***MVRO VEHICLE SCRAPPING FMI CALL:** DSN: 629-6895 / COMM: 081-811-6895

Naples Vehicle Processing Center
C/o US Navy Support Site
Contrada Boscariello
81030 Gricignano (CE)
Ph. 0039-081-8116521 or DSN 629-6768
Fax. 0039-081-8116526



HELPFUL HINTS FOR SHIPPING YOUR VEHICLE

DOCUMENTS REQUIRED

- Police check & Vehicle registration valid for 30 days after date of vehicle turn in (from MVRO)
- 5 copies of PCS orders and Amendments
- Power of Attorney, if needed
- For black plated vehicles, 1 copy of paid road tax (valid for 30 days after the date of turn in)
- For European make vehicles (US specs), never registered in the US, 1 copy of bill of sale and 1 copy of certificate of origin.
- For US make vehicles (US specs), never registered in the US, 1 copy of bill of sale.

VEHICLE REQUIREMENTS

- **In safe operating condition (brakes, emergency brake, lights must work)**
- Free from leaks
- With no more than ¼ tank of gas (US Coast Guard Regulation)
- Propane tanks must be emptied and certified as purged by a licensed dealer (certificate required)
- POVs that have been modified to be a “low rider” must have at least 6 inches of clearance from the ground.
- If the DOT sticker is missing, the owner MUST provide prior to shipping date a letter from the manufacturer stating that the vehicle was originally manufactured for the US market. If the EPA sticker is missing, the owner MUST provide prior to shipping date a letter from manufacturer stating that the engine (specifying the engine serial number) is an EPA certified engine.
- In both cases the owner must also include a memo explaining why the sticker is missing.

CLEANING YOUR POV FOR SHIPMENT

We will clean the following for you:

*Undercarriage *Wheel Wells *Inside of bumpers

You will need to clean the following areas:

Exterior: Exterior of the vehicle must be clean.

Interior: Interior should be vacuumed and must be free of all soil, dirt, leaves, Grass, seeds, insects, food items, food wrappers, etc. This includes the Carpets, glove compartments, ashtray, console, dashboard, storage

Areas, under seats etc. Note: It is our responsibility to ensure Cleanliness in accordance with USDA requirements. It is the Customer's responsibility to ensure cleanliness under the back seat in Accordance with USDA requirements.

Trunk: Trunk including spare tire area should be vacuumed and must be free of All soil, dirt, leaves, grass, seeds, insects, food items, food wrappers, etc.

Under Area must be free of all dirt, soil, leaves, grass, pine needles insects etc.

The hood: This includes the grill area and corners.

****If the vehicle does not meet the above requirements for cleanliness, the vehicle cannot be accepted for shipment.

WHAT YOU MAY NOT LEAVE IN YOUR VEHICLE

All personal effects from glove, front, rear, door and any other compartment areas, seat pouches, and the trunk. This includes all air fresheners and personal items that are hanging from rear view mirror. Flammable or hazardous substances to include flares, waxes, oils, solvents and polishes are prohibited. Stereo equipment, which is not factory or permanently mounted and seat covers, MUST be removed.

WHAT YOU MAY LEAVE IN YOUR VEHICLE

Items considered normal vehicle tools such as jacks, tire irons, tire chains, first aid kit, jumper cables, warning triangle and basic hand tools. Small items such as thermos bottles, car cushions and small items for your comfort and convenience during motor trips may be shipped with vehicle only if the items fit securely within a carton approx. 24x16x12. One spare tire and two snow tires with wheels may remain in the vehicle.

NAVPTO

NAVPTO				
Location		Phone	Hours of Operation	
Admin 1, 1 st floor, Capodichino		626-5743/3295	Monday & Tuesday	0900-1500
			Wednesday	0900-1200
			Thursday & Friday	0900-1500
Web Site	http://www.nsa.naples.navy.mil/psd/navpto.htm			
Base Vet				
Location		Phone	Hours of Operation	
NSA Agnano		625-4765	Monday – Friday	0800-1130
				1230-1600
Web Site	http://www.nsa.naples.navy.mil/MWR/vet.htm			
E-mail	atamianm@nsa.naples.navy.mil			

Remember ... all transfer travel arrangements will be made through each command's transfer clerk (except U.S. civilian personnel). Transfer clerks will obtain all of the required information from you and work directly with NAVPTO.

Items to remember:

- The government **WILL** pay to **transport all command-sponsored** dependents.
- You must pay for non-sponsored dependents.
- Shipping of pets is your responsibility! Since spaces are limited on AMC flights, you need to make arrangements for their travel as soon as possible. Below are guidelines for shipping pets.

SHIPPING YOUR PETS

**PLEASE PLAN AHEAD!!
SHIPPING YOUR PET FROM ITALY
NEEDS PLANNING...**

Your pet's rabies vaccination must be at least 30 days old, but not more than one year old. You must have a rabies certificate to show proof of this. This vaccination certification is required for all paperwork necessary for shipping out of Italy.

In order to leave Italy on a commercial flight, you must get an Italian Export Certificate from the Italian Provincial Veterinary Office in Fuorigrotta. This certificate is only good for SIX days (which includes the day of departure from Italy). This certification can only be obtained certain days and times during the week and requires PLANNING AHEAD!!

If you are flying on an AMC flight, the requirements are different. A U.S. Health Certificate (obtained at the NSA Vet Clinic by appointment only) is required and is only good for TEN days. However, if the NSA Vet is unavailable for a Health Certificate appointment, you must obtain an Italian Export Certificate.

Citizens for Animals in Naples can provide financial aid to help with PCS costs. For more information write to them at:

**CAN
PSC 810 BOX 303
FPO AE 09619-0303
081-839-1926
081-804-9068**

These processes and requirements are explained in detail on the following enclosures. If there are any further questions, please call the Vet Clinic at DSN 625-4765 or Commercial 081-724-4765.

AMC pet travel of your pet, including carrier, can not exceed 150 lbs. If your pet, with carrier exceeds 150 lbs. special travel arrangements will be provided by a commercial carrier.

The pet owner is responsible for all costs incurred in connection with transportation of pets. The cost for pets, with carrier, can range anywhere from \$90.00 to \$270.00.

Pets exceeding 150 lbs (with carrier) may NOT be eligible to travel as accompanied baggage. The cost for pets as baggage will be similar to AMC cost. In cases where pets are not eligible to travel as baggage, they will travel as Accompanied Cargo, with the cost determined by applicable tariffs.

Traveling AMC, you pay for your pets at the AMC terminal at the time of check-in. If you are traveling commercial, you may pay for your pet in advance at Sato travel with cash or credit card or you may pay the airline at time of check-in for your flight, payment may be made with Euro, U.S. Dollars or credit card.

The airlines may restrict travel with pets due to extreme weather conditions (HOT or COLD); should this happen to you, you will be rescheduled for an alternate flight.

AMC - Normally, pets will be individually caged however, two small animals of comparable size, up to 14 kg (30.8 lbs.) each that are used to cohabitation may be shipped in the same container as long as they can also stand up, turn around, and lie down with normal posture. Pets of different species will not be shipped together in the same container (i.e. a small dog and a small cat).

Commercial air pets will be individually caged (1 pet container for each pet).

SHIPPING YOUR PET FROM ITALY TO CONUS

RABIES VACCINATIONS: (Required for Commercial and AMC Flights) This is required for all dogs and cats over 3 months of age. The vaccination must be in the animals system for a MINIMUM OF 30

DAYS but LESS THAN ONE YEAR prior to departure. A Rabies certificate will be required as proof of vaccination, a 3 year Rabies vaccine is not recognized when leaving Italy.

COMMERCIAL FLIGHTS: ITALIAN EXPORT CERTIFICATE MANDATORY.

Prior to receiving this certificate you MUST check out and pick up your animal's health record at the NSA Veterinary Treatment Facility. This export certificate is ONLY issued by the **ITALIAN PROVINCIAL VETERINARIAN**, it is required on all international commercial flights leaving Italy. This certificate is only good for **SIX** days including the day you pick it up and the day you depart.

FEES: FOR ALL ANIMALS

	<u>VERSAMENTO</u>	<u>2% ENPAV TAX</u>	<u>TOTAL</u>
Per Pet	Euro 14.79	1.00	15.79

FEES FOR THE EXPORT CERTIFICATE ARE PAID WITH AN ITALIAN MONEY ORDER

This can be obtained at any Italian Post Office on the economy or at the AFSouth building L Italian Post Office. AFSouth Post Office hours are Monday-Friday 0830-1230. **Note:** The AFSouth post office takes 2 days to process the money order, 1 day fill out the paperwork for the money order and the next day pick-up the money order. All other Italian Post offices-you get the money order as soon as you pay for it. There is an example of the money order attached in this packet. ***PLEASE TAKE THIS HANDOUT WHEN PURCHASING MONEY ORDER.**

GOING TO THE PROVINCIAL VET

When you visit the Provincial Vet remember to bring the following items:

1. Each animals Rabies Certificate
2. Paid money order
3. Your pet's medical records
4. Your animals.

AMC FLIGHTS: ONLY A U.S. HEALTH CERTIFICATE IS NEEDED.

The U.S. Army Veterinarian, by appointment only, will provide a U.S. Health Certificate within 10 days of your departure. Your animals must be seen by the veterinarian on the day the health certificate is issued. If the U.S. Veterinarian is not available you must take your pet to the Provincial Veterinary Office and follow procedures for getting an Italian export certificate. Import requirements vary from country to country. We attempt to maintain accurate and up to date information. We strongly suggest you check with your sponsor, gaining command or the local consulate for information.

KEEP IN MIND THAT THIS INFORMATION IS SUBJECT TO CHANGE. IF YOU RUN INTO PROBLEMS OR KNOW OF ANY CHANGES, PLEASE LET US KNOW.

PROVINCIAL VETERINARIAN OFFICE

Via Cintia, Parco San Paolo

Isolato 25, Scala "C"

Basement/Fourth Floor

081-768-6738 or Fax 081-766-3628

Hours: Tuesday 0900-1230 and Thursday 1500-1800

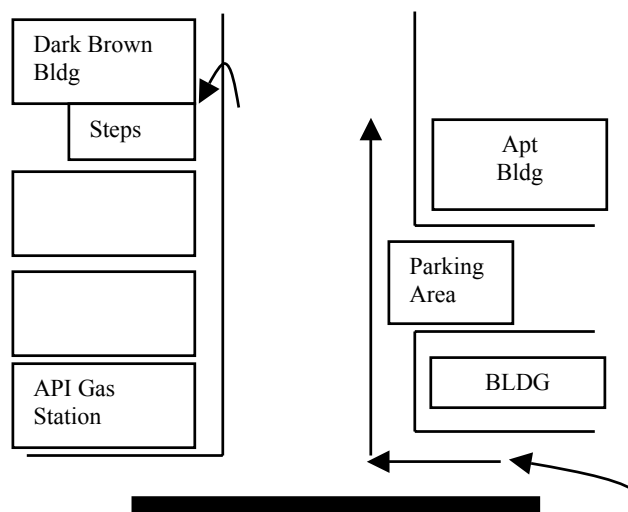
HOURS ARE SUBJECT TO CHANGE

DIRECTIONS:

Take the Tange and exit at Fuorigrotta (the exit is the one after Agnano going toward Capo). Keep on the right hand side when you pay at the toll booth and then make a right at the "Y" fork-the signpost reads "SOCCAVO PIANURA". Look to the left and you will see an API gas station. Cut across the four laner in the small intersection immediately next to the API station. The road goes into a Parco, park as soon as possible and look for the third dark brown building, on the left.

Go down the outside steps on left of the building and go through first set of steel doors to reach office area, If these are closed, return to building and go to the fourth floor, or ask the door porter for the "Veterinario".

[Back to TOC](#)



EXAMPLE OF ITALIAN POSTAL MONEY ORDER

FRONT

CONTI CORRENTI POSTALI
Attestazione di un versamento di €. **15.79**

Euro.....**dodicimiladuecentoquaranta**
 (lettere) **27183805**
 sul C/C N.**ASL Napoli I Dipartimento**
 intestato a:.....**Prevenzione, Servizio Tesoreria Napoli**
**Name Surname and Italian Fiscal Code or SSN**
 Eseguito da.....
 Residente in.....
Clinica Veterinaria NSA, Via E. Scarfoglio 80125 Agnano, Napoli

CONTI CORRENTI POSTALI
Ricevuta del versamento di €. **15.79**

Euro.....**dodicimiladuecentoquaranta**
 (lettere) **27183805**
 sul C/C N.**ASL Napoli I Dipartimento**
 intestato a:.....**ASL Napoli I Dipartimento**
**Prevenzione, Servizio Tesoreria Napoli**
 Eseguito da.....**Name Surname and Italian Fiscal Code or SSN**
 Residente in.....
Clinica Veterinaria NSA, Via E. Scarfoglio 80125 Agnano, Napoli

BOLLO DEL 'UFFICIO POSTALE

CONTI CORRENTI POSTALI
Certificato di accreditamento del versamento di €. **15.79**

Euro.....**dodicimiladuecentoquaranta**
 (lettere) **27183805**.....intestato a:.....**ASL Napoli I Dipartimento**
Causale del pagamento**Prevenzione, Servizio Tesoreria Napoli**
 (obbligatoria se a favore di Enti e Uffici pubblici)

.....**Name Surname and Italian Fiscal Code or SSN**
 residente in.....**Clinica Veterinaria NSA, Via E. Scarfoglio**
 CAP.....**80125** Località.....**Agnano, NA**

BOLLO DEL 'UFFICIO POSTALE **Importante: non scrivere nella zona sottostante!**

data	progress.	data	progress.	data	progress.	numero conto	importo
------	-----------	------	-----------	------	-----------	--------------	---------

Importante: non scrivere nella zona soprastante!

Spazio per la causale del versamento
(La causale è obbligatoria per I versamenti a favore di Enti e Uffici pubblici)

Certificato di Scorta Animali all 'estero

VERSAMENTO	14.79
ENPAV	1.00

AVVERTENZE

Il presente modulo serve per effettuare versamenti dei quali si chiede, oltre la ricevuta, l'attestazione. Tali versamenti sono soggetti al prescritto diritto fisso oltre le normali tasse.

Per eseguire il versamento, il versante deve compilare in tutte le sue parti a macchina o a mano, purché con inchiostro nero o nero-bluastrò il presente bollettino (indicando con chiarezza il numero e la intestazione del conto ricevente qualora già non siano impressi a stampa).

NON SONO AMMESSI BOLLETTINI RECANTI CANCELLATURE, ABRASIONI O CORREZIONI.

A tergo del certificato di accreditamento e della attestazione è riservato lo spazio per l'indicazione della causale del versamento che è obbligatoria per i pagamenti a favore di Enti pubblici.

L'Ufficio postale che accetta il versamento restituisce al versante le prime due parti del modulo (attestazione e ricevuta) debitamente bollate.

La ricevuta non è valida se non porta i bolli e gli estremi di accettazione impressi dall'Ufficio postale accettante.

La ricevuta del versamento in Conto Corrente Postale, in Tutti i casi in cui tale sistema di pagamento è ammesso, ha valore liberatorio per la somma pagata con effetto dalla data in cui il versamento è stato eseguito.

Spazio per la causale del versamento
(La causale è obbligatoria per I versamenti a favore di Enti e Uffici pubblici)

Certificato di Scorta Animali all 'estero

VERSAMENTO	14.79
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(La causale è obbligatoria per I versamenti a favore di Enti e Uffici pubblici)

Certificato di Scorta Animali all 'estero

VERSAMENTO	14.79
ENPAV	1.00

BACK

VARI KENNEL DIMENSIONS & WEIGHTS

SMALL – 17”W x 21.25”L x 16”H, 9lbs
43cm x 54cm x 41cm., 4.09kg

MEDIUM – 21.5”W x 27”L x 20”H, 14lbs
55cm x 69cm x 51cm, 6.36kg

INTERMEDIATE – 22.5”W x 32”L x 23”H, 18lbs
57cm x 81cm x 59cm, 8.18kg

LARGE – 24.5”W x 36”L x 26”H, 27lbs
62cm x 92cm x 66cm, 12.27kg

X-LARGE – 27”W x 40”L x 30”H, 32lbs
69cm x 102cm x 66cm, 14.54kg

The dimensions & weights for kennels in centimeters & kilograms are approximate.

NAVY LODGE

Location	Phone	Hours of Operation
Support Site-Village Forum building	629-6289	24-7
Customer service w/room connectivity	081-813-3443	
Web Address	http://www.navy-lodge.com/	
E-mail	navy_lodge-naples@nexnet.navy.mil	

The only authorized TLA Hotel in Naples is the Navy Lodge. If the Navy Lodge is full, you must obtain a non-availability statement from the Navy Lodge office at the Support Site, Village Forum building. When you obtain the non-availability statement, you will be authorized to stay in the American Park or Tennis Hotels near NSA Agnano.

Things to remember:

- If you vacate government quarters you are authorized a maximum of 6 days TLA.
- If you have dependents, and live on the economy, you are authorized a maximum of 6 days TLA.
- If you are single/unaccompanied and live on the economy you are authorized a maximum of 6 days TLA, unless there are barracks rooms available.
- If you are single/unaccompanied and live in the barracks you will remain in the barracks until your transfer date.
- Hotel bills must be paid in full prior to your departure. TLA claims will be made through your service's personnel office.

NAVY LEGAL SERVICE OFFICE **(NLSO)**

Location	Phone	Hours of Operation
Admin 2, 1 st floor, Capodichino	626-4576	Monday, Tuesday, Thursday, Friday 0730-1630 Wednesday 0730-1300
Powers of Attorney and Notaries are on a Walk-in Basis		daily from 0730-1130 only
Web Address		http://www.jag.navy.mil/html/nlso_eurswa.htm
E-mail		None

Attn: PCS'ing from Italy & leaving your dependants in Naples for a short time while you go to school etc?? There are a couple of things that must be done in order to do this:

1. The spouse remaining in Italy will need a Power of Attorney to complete certain transactions (Vacate housing, shipping the car etc) in your absence.
 - a. Download a Power of Attorney worksheet from the NLSO web site, http://www.jag.navy.mil/html/nlso_eurswa.htm
 - i. Click on "Naples"
 - ii. Click on the "Legal Ass't" button
 - iii. Click on the "Powers of Attorney - Performed on a Walk-in Basis" button
 - iv. Click on the "POA worksheet" link.
 - b. Go to the NLSO and they will make out the Power of Attorney for you.
2. You will also need to extend command sponsorship for all dependants remaining in Italy for the time they will be here without you. Go to the NSA Admin (Instructions) website, <http://www.nsa.naples.navy.mil/admin/instructions.htm>, and download instruction 1754.1. This will give you specific instructions on how to extend command sponsorship, a letter must be submitted up your chain of command to the NSA Commanding Officer.

POWERS OF ATTORNEY

Powers of Attorney (POA) can be executed at the NLSO office on a walk in basis. The POA allows a specifically designated person to act in your behalf despite your absence. POA's are used in the PCS process to complete routine actions such as movement of household goods, buying or selling of cars and real property. Although an appointment is not necessary for drafting a POA, specific actions such as leaving your vehicle for someone else to sell requires proper approval from Central Motor Vehicle Registration Office (CMVRO). Without Prior approval from CMVRO, NLSO will not be able to execute a POA for selling your vehicle. For more information on selling your vehicle, contact CMVRO at 629-6876. Also, the owner of the vehicle and the person receiving the POA to sell your vehicle must be present at the CMVRO when seeking approval for the POA.

WILLS

No one should leave Italy without an updated will. Individuals who do not possess a current will should make an appointment with the legal assistance office. Service members are urged not to carry their will with them on the plane or place it in their household goods shipment. Instead, the original should be forwarded via certified mail to the person listed as the alternate executor. This will can be retrieved once you arrive at your new command.

U.S. VISA APPLICATIONS

Anyone transferring to the United States with dependents who do not have a U.S. Passport or who do not already possess a valid entry visa should contact the American Consulate several months in advance, phone: 081-583-8111, Hours: Monday – Friday 0900-1700, Web site: <http://www.usembassy.it/naples/>. All dependents of active duty military members who are returning to the United States should have a valid Passport at the time they reenter the U.S. If your

child was born in Italy, be sure that you have received the completed form "Consular Report of Birth Abroad" (FS-240) and have applied for a U.S. Passport. Because it is much easier to complete the necessary documentation while you are still in Italy, you should contact the passport section of the consulate if you have any questions.

SOJOURNER'S PERMIT

All sojourner's permits must be surrendered to the Italian police upon leaving Italy. You **MUST** do this by leaving the permit at the Naval Legal Service Office during the last two days prior to departure.

CLAIMS

While the government can compensate you for losses occurring from theft or damage to your household goods during PCS shipment, this can only be done if you provide adequate evidence of the loss. The best way to document ownership and the condition of your household goods is to ensure the inventory accurately describes general items packed and shipped. The mover will prepare this at the time of pack out. All high value items (i.e. Stereo components, VCR equipment, silver service, and tools) should have a complete description. Include make, model, and serial numbers and retain any sales receipts for items as proof of value. If at all possible, valuable jewelry should be hand carried and not shipped. These items are subject to pilferage and are at greater risk of being stolen. A good idea is to take an inventory of all your valuables and put this in an Excel file. This list should contain the following columns: Nomenclature, make, model, serial number, date purchased, place purchased, purchase price. Take pictures of your electronics when they are turned on to verify they actually work. It is important to remember that once your shipment is delivered to your new

home, you have seventy (70) days to report any loss or damage to the Personal Property Office. Failure to meet this deadline may result in substantial deduction from any amount paid.

TRIAL SERVICE OFFICE EUROPE AND SOUTHWEST ASIA (TSO EURSWA)

Location	Phone	Hours of Operation
Admin 2, 1 st floor, Capodichino	626-4499	Monday – Friday 0700-1630
Web Address	http://www.jag.navy.mil/html/tso_eurswa.htm	
E-mail	TSONaples@jag.navy.mil	

FOREIGN CRIMINAL JURISDICTION CLEARANCE

Under the NATO status of forces agreement , Italian authorities are required to notify U.S. Authorities of charges against U.S. personnel. The records of such notifications are maintained by TSO and will be checked prior to signing the check out card. If there are charges against you, the written consent to trial in absentia (in their absence) will be executed so that you can be cleared to leave Italy. Military personnel and certain categories of civilian personnel are entitled to a defense counsel at government expense. For those qualifying, the appropriate documents should be executed at the time of the incident.

Individuals who are the subject of Italian criminal proceedings may transfer if:

- A. Italian authorities do not object to the transfer; and
- B. Subject personnel have agreed in writing to trial in absentia.

The documents discussed above must be executed prior to departure, if not, a letter with documents will be sent to your next command for completion.

PERSONAL PROPERTY SHIPPING INFORMATION/CUSTOMS

Personal Property		
Location	Phone	Hours of Operation
Support Site-Village Forum building	629-6778	Monday – Friday 0800-1600
Web Address	http://www.nsa.naples.navy.mil/Supply/property.htm	
POV Lot		
Location	Phone	Hours of Operation
Support Site-Building 2081	629-6522/6768	Monday – Friday 0800-1700. But if you want to pick up your car, be there by 1600.

The Personal Property Shipping Office of the U.S. Naval Support Activity, Naples, Italy would like to assure everyone that we will do our best to ensure you have a "Smooth Move" in connection with the shipment of your personal property (household goods (HHG)), unaccompanied baggage (UB), and privately owned vehicle (POV).

The following information has been put together to assist you in the decision-making process and to advise you what you may expect.



For more information contact:
Cathy Partusch
NAVSUP Corporate Communications Director
(717) 605-1543 or DSN 430-1543
cathy.partusch@navy.mil
<http://www.navsup.navy.mil>

40-03
December 23, 2003

FOR IMMEDIATE RELEASE

Express Shipment of Unaccompanied Baggage Still Available

The Navy Family Services Division of the Naval Supply Systems Command (NAVSUP) wants to remind Sailors about the Navy's policy to have unaccompanied baggage shipped by express services to new duty stations in three-to-seven days in the continental United States and in 10-to-14 days overseas.

To qualify, Sailors must be on permanent change of station (PCS) or temporary duty orders and must have a legitimate need, such as a short reporting date, to a deploying ship or a PCS without authorized leave in between.

This program covers items of necessity such as clothing, cooking and eating utensils, small appliances, etc. Furniture is not included in this program.

Sailors who want more information about express shipment of unaccompanied baggage should contact their local Personal Property Office, check NAVSUP's website at www.navsup.navy.mil, or contact the NAVSUP Household Goods Helpline at 1-800-444-7789.

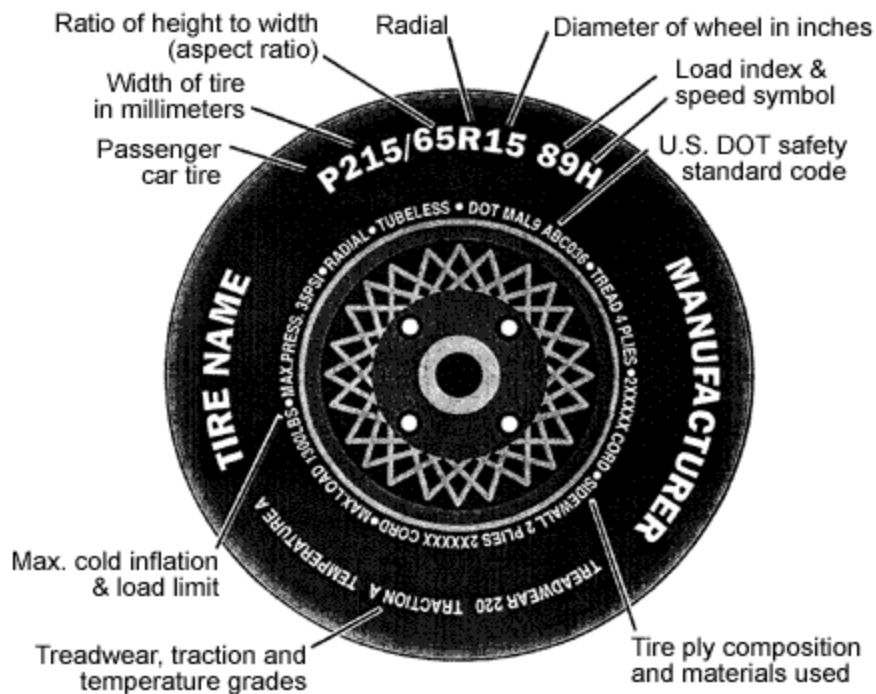
NAVSUP's primary mission is to provide U.S. Naval forces with quality supplies and services. With headquarters in Mechanicsburg, Pa., and employing a worldwide workforce of more than 23,000 military and civilian personnel, NAVSUP oversees logistics programs in the areas of supply operations, conventional ordnance, contracting, resale, fuel, transportation, and security assistance. In addition, NAVSUP is responsible for quality of life issues for our Naval forces, including food service, postal services, Navy Exchanges, and movement of household goods.

1. **AUTHORIZATION**-To execute an application for the movement of your personal property, each application must be supported by four copies of the individual Permanent Change of Station (PCS) orders or other written authority that allows shipment at government expense.
2. **ENTITLEMENTS**-In connection with PCS orders from Italy, each individual is authorized, within their prescribed weight allowance, the following:
 - A. Ship all or a portion of their HHG at one time from Italy to the new duty station:
 - B. Ship from a former permanent station to the new duty station or;
 - C. Ship from a previously designated place to the new duty station;
 - D. Ship from non-temporary storage to the new duty station or;
 - E. The continuance of non-temporary storage or application for non-temporary storage. This will depend on the type of orders received from Italy.
 - F. Ship UB items via an expedited mode. This is commonly known as "Express Shipment".
 - G. Ship one POV to the port serving the new duty station.
3. **APPOINTMENT FOR APPLICATION**-When orders have been received and a determination made for scheduling the packing, and pick-up of household goods, unaccompanied baggage shipments and POV turn-in, call for an appointment. You must have your orders in hand to schedule the appointment. Specifically the order number and date of orders must be given. Emergency or short fused notice of departures may be taken care of on a walk-in basis.
4. **WHAT IS REQUIRED FOR APPLICATIONS**
 - a) Four copies of PCS orders to support each shipment application.
 - b) To ship a POV, bring in a copy of your Certificate of Registration and if applicable for a second car with AFI black plates a copy of the paid up road tax. How clean must your car be to ship? Must be cleaned inside (vacuum) & out. Don't forget to clean under the car too.
 - c) Provide a pack and pick up date at least 10 days from date of appointment. Additionally, you will be required to provide a date 1 to 5 days before pack and pick up for the commercial carrier's agent to conduct a pre-move survey. This is required for all shipments estimated at 3,200 lbs. or more, if less, a phone call must be made.
 - d) Provide the interviewer/counselor a list at time of application for all items that will require special crating or handling such as 9 x 12 rugs, a sofa over 8 feet and marble or glass table tops. Additionally, tell the interviewer if you desire the use of flat or upright wardrobes for your clothes.

- e) A detailed listing of professional books, papers and equipment, if applicable (professional books, etc. if used in connection with your technical duties, are not chargeable against your authorized weight allowance).
- f) A realistic estimate of weight to be shipped. A realistic estimate can be obtained by allowing 1,000 pounds per room, or, if you have the inventory of your move to Italy, multiplying each inventory item by 40 pounds.
- g) Please take into consideration all delays and travel from the date your HHG/UB are picked up. The average transit time to the East Coast is 60 days for HHG and 36 days for UB whereas West Coast is 70 days HHG and 40 UB.
- h) An in-transit or destination notifying address or telephone number is required for the destination Transportation Officer.
- i) If applicable, a complete and detailed listing of all firearms with required Italian/U.S. Customs forms.
- j) If shipping a moped/motorcycle, make, model and serial number must be given at the time of application. Clearance procedures and documentation for a moped or motorcycle/moped shipped as HHG are the same as **for shipping a POV**. NOTE: Odometer reading must be given at the same time of pick-up and annotated on the inventory.
- k) If applicable, a legible map with complete, explicit directions to your residence is a must.
- l) The dates you give for you HHG to be packed and picked up, please ensure that on the date given you or a designated agent will be present all day. Once given, the dates will be changed only if an emergency exists.
- m) If you have a mobile home to move or are interested in DO-IT-YOURSELF (DITY) move of goods in the U.S. only, let the interviewer/counselor know at the time of application.
- n) If you placed household goods into nontemporary storage, at the time of appointment bring in a copy of the inventory. The outbound counselor will prepare an application for withdrawal and shipment to your new duty station, if applicable.

5. **CUSTOMS**-Each person entering the United States is entitled to a duty-free exemption. The exemption varies according to whether the individual is considered a returning resident or a non-resident. Employees of the U.S. Government (Military and Civilian) returning to the U.S. from overseas tour, incident to PCS orders of at least 140 days duration, may enter personal effects and HHG free of duty under Public Law 89436. This law also applies to U.S. Navy personnel aboard a Navy vessel that has been on an extended deployment of at least 120 days or more. When submitting your application for shipment at government expense, you will be asked to complete the Customs Declaration DD Form 1252 for shipment. You may also be asked to schedule an appointment for an agriculture inspection, to be determined upon completion of USEUCOM FORM 30-3. Agriculture Inspection Certificate and agriculture self-inspection checklist. A qualified Military Customs Inspector conducts this inspection 1 to 10 days prior to the schedule pack and pick-up date. Know what you can and cannot bring back to the U.S. We have available U.S. Customs and U.S. Department of Agriculture pamphlets (Know Before You GO, Travelers Tips on Food, Plants & Animals and Trademark information). NOTE: the agriculture inspection must be scheduled before the pack and pick up date, you will have to reschedule. For additional information on U.S. Customs call 629-6945/6944. Web Site: <http://www.nsa.naples.navy.mil/customs/>

6. **PRIOR TO YOUR PACK DAY**-Take pictures or videotape all your valuables that will be shipped. Record make, model and serial numbers of all your electronic items such as personal computers, stereos. Look around the entire home area and decide what you will not take with you. Discard, sell and give away old clothing, magazines, broken or unserviceable appliances, furniture and toys. Consider this: Would you ship it if you were paying for the move, storage, and subsequent delivery? **Unauthorized items for shipment** or storage are: plants, perishable foods, open boxes of food, ammunition, alcoholic beverages and flammables (this includes pressurized gas). Pets are an individual responsibility; we do not get involved with their shipment. Ensure that personal property items are free of soil and pests. The packers may refuse to pack or pick up goods showing signs of soil or pest infestation. The end result could be an added expense for an attempted pick-up".
7. **PACK DAY**-**Lock up those valuable and other items not being shipped.** Disconnect gas and electrical appliances, washers, dryers, refrigerators, freezers and stoves. Unplug radios, televisions, videos, stereo equipment, clocks, lamps, and portable containers, such as kerosene in heaters. When the moving company or packers arrive, go through the house with the leader of the crew. Give him specific instructions such as: "OFF LIMITS" and "do not pack". He must be able to speak and write English. Point out items that you declare as professional books, papers and equipment. These items must be packed, weighed, listed separately on your inventory, sealed, and marked with a general description of contents. Used cartons are prohibited for these items. Before the packers leave, check each room, garage, closet and cabinet to make sure that all packing was done properly.
8. **MOVING DAY**-Again, lockup those valuables and other items not being shipped. When the moving company arrives, go out and inspect the wooden containers that will be used to pack and ship your goods. All containers and material must be in good, sound condition. Go through the house with the crew and explain what areas are "off limits". As the movers dismantle articles, make sure that the nuts, bolts, etc., are placed in a small box or bag and securely attached to one piece of that article. You must stay with the person writing up your inventory. Watch over the preparation and challenge the preparer if the inventory is not accurately completed. Remember, this inventory will serve as your basis for loss and damage. Be sure all items (cartons and pieces of furniture) are tagged with inventory number and are recorded on the inventory. Before you sign the inventory and release the crew, check top to bottom, inside and outside, to be sure that all items are on the inventory and are loaded into the containers. If wooden containers are used, they must be sealed with accountable seals at your residence in your presence. After signing the inventory, demand that you be furnished a legible copy of each page. You will also be given a copy of the Government Bill of Lading (GBL). This is the carrier's contract with the government to ship your property. Upon arrival at your new duty station or destination selected, check in immediately with the Transportation Officer. The telephone number will be annotated on your application for shipment (DD Form 1299) in block 5.
9. **PRIVATELY OWNED VEHICLES**-You are allowed to ship one POV at government expense from your overseas duty station. Current POV transit time is 60 days to East Coast and 70 days to West coast. The shipment of a foreign made POV is restricted, the interviewer/counselor will provide you with detailed information if necessary. Tires shipped to the United States must meet U.S. safety standards. This Department of Transportation requirement applies to both loose tires and tires fitted to vehicles. Vehicle owners must therefore fit only DOT-approved replacement tires to any vehicle they intend to ship to the United States. People buying used vehicles should likewise check the tires and rims of any vehicle they intend on shipping to the United States for DOT compliance. New car purchasers must also ensure that any vehicle they buy has U.S. standard tires. The letters "DOT" and a code consisting of up to 11 numbers and letters on a tire sidewall certify compliance with all Department of Transportation tire safety standards. For any questions, please contact the Personal Property Shipping Office at 081-811-6778 or visit the following Web pages: the National Highway Transportation Safety Administration Web site at www.nhtsa.dot.gov/cars/testing/UTQG/ or the Rubber Manufacturers Association page for tire safety tips at http://www.rma.org/tire_safety/.



10. **SECURITY OF YOUR PROPERTY**-All property is to be packed into wooden containers, caulked, nailed, and sealed in your presence at your residence. The shipment will then move to the agent's warehouse for marking, weighing, and held there pending vessel onloading. At that time, your shipment will move to the Port of Naples where the wooden containers will be stuffed into metal seavan containers for movement to the final destination by an ocean carrier. I would like to assure you that all efforts have been made to protect your property from possible vandalism. The commercial carrier's agent's facilities are situated in walled compounds, with iron gates which are locked when not in use. Guards or night watchmen are on duty, alarm systems are installed on doors and windows, and watchdogs are used for patrolling. Quality Control Inspectors may visit your residence to observe performance of the packing and to witness weighing and final container preparations. This includes the witnessing of overflow items that must be containerized at the warehouse.
11. **SUMMARY**-To assist both us and you, it is requested that once you have given us the dates for the pack and pick up of your HHG and UB and the in of your POV, you do not change them unless it is considered absolutely essential. This will help us to provide you better service, pre-plan your move with the carrier and ultimately expedite the movement of your shipment. If at anytime you encounter difficulties, have a question or find something to be unclear, please do not hesitate to contact our office. If you have a problem after the normal working hours, call the NSA quarterdeck at Capodichino at DSN 626-5547 or commercial 081-568-5547. Have a smooth move.

Household Goods Weight Allowances

Grade	Allowance w/Dependents		Allowance w/o Dependents	
	Lbs	Kilos	Lbs	Kilos
E1	5,000	2,268	5,000	2,268
E2	5,000	2,268	5,000	2,268
E3	5,000	2,268	5,000	2,268
E4 (Under 2 years)	8,000	3,629	7,000	3,175
E4 (Over 2 Years)	8,000	3,629	7,000	3,175
E5	9,000	4,082	7,000	3,175
E6	11,000	4,990	8,000	3,629
E7	12,500	5,670	10,500	4,763
E8	13,500	6,123	11,000	4,990
E9	14,500	6,577	12,000	5,443
O-1/W-1	12,000	5,443	10,000	4,536
O-2/W-2	13,500	6,123	12,500	5,670
O-3/W-3	14,500	6,577	13,000	5,897
O-4/W-4	17,000	7,711	14,000	6,350
O-5	17,500	7,938	16,000	7,257
O-6+	18,000	8,165	18,000	8,165
Civilians-All grades	18,000	8,165	18,000	8,165

SHIPPING WINE

U.S. European Command
Customs Executive Agency

Customs News Release

Contact Robert Szostek, Customs PAO

Unit 29931, box 153
APO AE 09086

e-mail: robert.szostek@manupo.pmo.army.mil

Tel: DSN 381-8291 Civ: xx49-621-7308291

Fax: DSN 381-8298 Civ: xx49-621-7308298

Customs Queries: DSN 381-7466/8320 Civ: xx49-621-730-7466/8320

Web Address: <http://www.nsa.naples.navy.mil/customs/wine.htm>

Tuesday, May 22, 2001

Wine aficionados can get collections stateside

By Robert Szostek, USEUCOM Customs PAO

Mannheim, Germany - Many Americans start a wine collection while stationed in Europe and want to send it to the United States when their overseas tour ends. With a little advance planning and patience, wine connoisseurs can still enjoy their favorite European vintages if they find a way to ship their collection and surmount state and Internal Revenue Service rules.

"First contact the alcohol control board for the state you intend to ship the collection to and ask for the conditions they put on wine shipments quoting the amount, type and cost of the wine," said Michael L. Burkert of the European Command's Customs Executive Agency. "They will let you know what to do and how to pay any tax that needs to be paid." He added that the airport you ship the collection to must have a U.S. Customs Service (USCS) office. "Then, if the state authorities allow wine shipments, find a wine merchant who ships wine collections." He pointed out that the U.S. Postal Service will not let you mail wine or other liquor products, and courier companies are often unwilling to ship wine. Military

transportation officials may also refuse to put the collection in your personal property shipment because of the damage risk from broken bottles. Some airlines will let you pay for excess checked baggage on the flight home but this is only a solution for a small collection.

After the wine merchant packs the collection, you receive a shipping document and a copy of the bill of sale for the tax and shipping costs. You must take these and a copy of your PCS orders to the transportation office before you fly to the States. There you can get a DD Form 1252 (Customs Declaration) which will help you claim back the shipping costs later. It is also best to find out your shipment's airline, flight number, date of arrival and, most important of all, its shipping document number before you fly.

"When you arrive stateside, go to the airport's cargo section with the shipping documents," Burkert went on. "They will give you additional paperwork to take to the USCS office." Customs will work out the duty and IRS tax and stamp your customs clearance. Customs officials report that the duty on still wine is 6.3 cents per liter, but goes up to 19.8 cents for sparkling wine but can be as little as 3.5 cents for vermouth. IRS tax depends on the alcoholic strength of the beverage concerned and works out to around 6 cents per liter for wine. "Take your customs clearance back to the cargo section where the collection is released to you," Burkert concluded. He added that you can claim back the shipping costs from the finance office at your new duty station with the DD Form 1252 mentioned earlier. However, any duty or tax you pay is not reimbursable.

Follow these rules and you can continue to enjoy the best products of Old World vineyards at your new stateside home for many years to come. Call a military customs office to find out more about shipping liquor products to the United States or consult the Bureau of Alcohol, Tobacco and Firearms web site at <http://www.atf.treas.gov/alcohol/info/persimp.htm>.

ELEMENTARY & HIGH SCHOOL

Location	Phone	Hours of Operation
Elementary School-Main Office	629-4037	Monday – Friday 0700-1600
High School-Registration Office	629-4536	Monday – Friday 0800-1530
High School-Main Office	629-4061	Monday – Friday 0800-1530
Web Address	Elementary School: http://www.napl-es.eu.odedodea.edu/	
Web Address	High School: http://www.napl-hs.eu.odedodea.edu/	

Elementary School: In order to disenroll your child from the Naples Elementary School do the following:

- ✓ Give at least 3 days notice.
- ✓ Send a note to the school letting them know when your child's last day will be & attach a copy of your orders to the note.
- ✓ On the last day of school, come to the school office and pick-up all records.

High School: In order to disenroll your child from the Naples High School do the following:

- ✓ Give at least 2 weeks notice.
- ✓ Send a note to the school letting them know when your child's last day will be & attach a copy of your orders to the note.
- ✓ On the last day of school, come to the school registrar office and pick-up all records.
- ✓

EASING THE TRANSITIONS: KIDS AND MOVING

New house, new friends to make, new neighborhood, new schools, new changes all add up to new stress. Plenty for you to deal with, but what about your eight year old? Kids can be devastated by a move, yet many don't show it until grades start to slip or bedwetting occurs. Research has shown that if parents have a good attitude about moving and communicate it to their children it will help the youngsters to adapt to the changes in their lives.

In order to best help your children it is a good idea to first understand their behavior and possible motivation behind it. Average reactions vary with age:

- Preschoolers:
 - Are most adaptable, haven't yet developed strong ties to former neighborhood.
 - React more strongly when other family members seem hurt by the move.
 - Can lapse into temporary reactions such as bedwetting, toileting accidents, and nightmares.
- Elementary School Age:
 - Are very concerned about fitting into new environment
 - Can be coaxed into enthusiasm when they find out something as simple as your new home is near a McDonald's or a community pool.
- Adolescents:
 - Are most affected by a move
 - At a stage in life when they are trying to be more independent, the move makes them more dependent on the family.
 - Teens often feel out of control, helpless and frustrated since this major change in their lives was decided without their opinion (Military spouses often experience this feeling, also)
Close friendships are tremendously difficult to leave at this stage, and most teens worry that they'll never be accepted by a new peer group.

PREVENTIVE MEASURES

- Before the move:
 - Talk about the move. Involve your kids in any decision-making you can think of they need to regain some control over what's happening to them.
 - It is very important for you to keep in-touch with your own feelings and observe your behavior closely. Project feelings of excitement, anticipation and adventure to your children, they are usually contagious. Also, don't hesitate to express your feelings of apprehension and find ways to encourage your children to do the same. Be sure to wrap-up these discussions on a positive note by having a brainstorming session to find methods on how to lessen negative feelings.
 - Call or write the Chamber of Commerce for maps and information on tourist attractions, etc., to make the new neighborhood seem more appealing. Visit your Navy Fleet & Family Support Center (FFSC) or facts about your new home base. They have a wealth of information on bases from Seattle to Pascagula, and everywhere in between. Make a trip to the library to look over the encyclopedia and to check out an atlas.
 - Ask about you ombudsman or the Navy Fleet & Family Support Center at your new duty station about getting a pen pal for your child. A pen pal can tell your child all about the neighborhood and help develop a friendship before the move. A friend before the move will provide a start with fitting in with a new group.
 - Write ahead to base recreation services, Chapel, FFSC, for information on swimming lessons, ballet lessons, etc. Renewing a child's interest after the move can help them adapt more easily...and keep them busy while you unpack.
- After the move:
 1. Settle quickly...or, try to appear that you're settling quickly:
 - Organize the children's room first.
 - Let them do their own decorating. Hang up familiar posters or a new one right away
 - Make sure that each child has a few familiar possessions close by on the first strange night
 - Leave some lights on at night for the first few weeks.
 - Try to stick to routines...even if you're all stuck in the Navy lodge waiting for housing.

2. Plan activities to keep kids busy:
 - Now is the time to enroll them in swimming lessons, ballet lessons, etc., or whatever they were involved in before.
 - Take your toddler to places where his/her peers play and welcome neighbor children into your backyard. Take an active role in seeing that your toddler makes friends.
 - Visit your new Navy Fleet & Family Support Center on base for information on services in the area. Ask about the base CO-OP or Child Development Center. It would be a huge help to have tots in a safe place while you unpack. If a CO-OP is available in your new area it will also be an excellent way for you to make new friends.
 - Draw a map together of the new neighborhood.
 - Explore! By bike or bus or by walking, go with your kids around town. Point out any potentially dangerous areas. Visit the new school... even if it is closed.
 - During summer months especially, encourage teenagers to join clubs, try for a job at a fast food restaurant or volunteer in a hospital. These are all ways of meeting new friends, keeping busy, and reasserting their independence.
3. After you've settled:
 - Make a fun game out of removing company stickers from furniture. Older kids can be motivated by the reward of a penny a sticker.
 - Begin a garden or have the children pick out "baby" plants at a store. Let them take responsibility for caring for them. Plants are a nice and inexpensive way to make your quarters seem livable.
4. Don't be alarmed by rebellious behavior. These huge changes can be interpreted as a loss to kids... loss of friendships, loss of familiar places, loss of home. If Dad gets stationed elsewhere at this time that seems a loss, too. As with any loss, a grieving period is normal. Children get over this time more rapidly if the family's reaction is positive about leaving the old community, and excited about the new one. Kids do bounce back... sometimes before you're even unpacked. Some do take longer though. Patience is necessary then in understanding how deeply your child is affected by these changes. If your child is having a rougher time than most, contact your new Navy Fleet & Family Support Center and they will try to help your children through this transition time.

NAVY EXCHANGE

Location	Phone	Hours of Operation
Collections/Accounting Office-Agnano, go up the stairs next to the Optical shop.	625-3134/4732	Monday – Friday 0730-1600
Web Address	http://www.navy-nex.com/	

In order to avoid correspondence that is often embarrassing, all obligations to the Navy Exchange must be cleared prior to check-out. The accounts to be considered are DPP, returned checks, home and regular lay-away, TV Decoder & Navy Lodge bills.

DPP Accounts (for uniforms only)-personnel who've used this type of account will need proof of completion of payment. This paperwork is necessary before check-out is finalized.

Pick up all items left for repair at the personalized services center, appliance/ radio repair shop, laundry/ dry cleaners and pack and wrap.

AMERICAN RED CROSS

Location	Phone	Hours of Operation
Capodichino Admin 2 building, ground floor.	626-4788	Monday – Friday 0800-1630

Make sure you notify family members of your new address and duty station prior to your departure. Clear up any Red Cross loan concerns and leave a forwarding address. Web Address (not naples): <http://www.redcross.org/>

VA HOME LOAN PROGRAM

Web Address	http://www.va.gov/
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The home loan guarantee program may be used in the U.S., Guam, Puerto Rico, Virgin Islands, American Samoa, and the Northern Mariana Islands.

The program may be used to buy or build a home, to refinance an existing loan, to repair or improve a home, to purchase and improve a home, and to buy a manufactured home (a mobile home).

VA does not make loans: VA guarantees loans. The actual loan is secured from a bank, Mortgage Company, credit union, or other approved lender. The VA guaranty usually means there is little or no down payment. If the appraised value is below the selling price, a down payment is required to make up the difference. (If a house appraised at \$58,000 but you have agreed to pay \$60,000 you will need a \$2,000 down payment).

There are other costs, too. The VA funding fee is 2% with 5% down, the fee is only 1.5%; and with 10% down, the fee is only 1.25%. There will also be closing costs. Some of these costs may be included in the loan.

The basic loan guarantee amount is \$46,000. As a rule of thumb, this qualifies you for \$184,000, provided you can make payments. The guarantee amount may be increased to \$50,000, which will qualify you for a loan of \$203,000. There is no maximum on a VA guaranteed loan, the limit is the assessed value and your ability to make payments.

The program may be used more than once, and you may have more than one guaranteed loan at once. If you use your VA entitlement, then sell the house to a buyer who either refinances the house on his or her own entitlement, you get your full entitlement back. If you use part of your entitlement to buy a house, sell the house and let the buyer assume your loan, you may still get another VA guaranteed loan using the rest of your entitlement. Eligible persons may also combine entitlement, but the maximum VA guarantee will not exceed the basic maximum.

DIRECTIONS TO THE TEVEROLA HOUSING WAREHOUSE

Take the first right off of the traffic circle.

Take a left at the 'T' Intersection.

Drive approximately one mile. The warehouse is
On the left side of the road; look for the T.D. S.R. I. Sign.

